

**UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF WEST VIRGINIA  
OFFICE OF THE CLERK**

**TEMPORARY EMPLOYMENT OPPORTUNITY**

<b>Position:</b>	Generalist Clerk	<b>Announcement #:</b> 14-CO-09 (revised)
<b>Appointment:</b>	Full-time; Temporary	
<b>Location:</b>	2 positions in Charleston, WV 2 positions in Huntington, WV 2 positions in Beckley, WV	
<b>Starting Salary:</b>	CL – 22, (\$25,299 annually) CL – 23, (\$31,343 annually)	
<b>Opening Date:</b>	August 1, 2014	
<b>Closing Date:</b>	Open until filled - Résumés received by <b>August 22, 2014</b> will receive first consideration.	
<b>Open To:</b>	All qualified applicants	

*Applicants who applied for original announcement 14-CO-09 will automatically be considered for this opening, and are asked not to re-apply.*

**JOB SUMMARY:**

The Court is recruiting a well-organized, detail-oriented individual who possesses exceptional interpersonal skills. The Generalist Clerk will perform a variety of administrative and clerical duties in the Clerk's Office.

**REPRESENTATIVE DUTIES:**

Prepare documents prior to scanning. Scan documents and ensure quality and accuracy of scanned documents. Route documents to proper offices or persons. Upload scanned documents to CM/ECF, using specific CM/ECF events for the scanned orders. Perform miscellaneous duties related to intake and jury wheel in the Clerk's Office. Perform other duties as assigned.

**QUALIFICATIONS:**

To qualify for the position at CL – 22, a person must be a high school graduate or equivalent.

To qualify for the position at CL – 23, a person must be a high school graduate or equivalent and have at least two years of general experience. General experience is progressively responsible administrative or general clerical work experience.

Skills such as record keeping, sorting, distributing mail, filing alphabetically and numerically, photocopying, inputting data, and typing are particularly useful in this position. Dependability, reliability, good organizational skills and the ability to manage multiple tasks is required.

**EMPLOYEE BENEFITS:**

Positions are covered by the Court Personnel System. Temporary positions with a not-to-exceed (NTE) date of 90 days to 1 year or less are eligible to accrue annual and sick leave and eligible to be paid for 10 federal holidays per year.

**INFORMATION FOR APPLICANTS:**

The United States District Court is part of the Judicial Branch of government. An applicant must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments (not civil service) and are “at will” employees. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of net pay. Employees are required to adhere to a Code of Conduct for Judiciary Employees which is available to applicants to review upon request. Selected candidate is subject to, and must pass a background check, including FBI fingerprint check.

**APPLICATION PROCESS:**

To apply, submit a cover letter and current résumé. Your cover letter must specify the location you are interested in and how you are qualified for the position. Materials should be submitted to either the mailing address or email address listed below and reference Vacancy #14-CO-09. To receive first consideration, application materials must be received by **August 22, 2014**. Only applicants selected for interview will be contacted.

U. S. District Court –West Virginia Southern  
Attn: Vacancy # 14-CO-09  
P.O. Box 2546  
Charleston, WV 25329-2546  
Email: [Korin.Parsons@wvsd.uscourts.gov](mailto:Korin.Parsons@wvsd.uscourts.gov)

More than one position will be filled from this announcement. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

*The United States District Court is an equal opportunity employer and values diversity in the work place.*